

MINUTES OF A MEETING OF THE UNION COUNTY LAW
LIBRARY RESOURCES BOARD HELD ON OCTOBER 5, 2010

The Trustees of the Union County Law Library Resources Board held its quarterly meeting on the 5th day of October, 2010, in Room B 14 of the Union County Courthouse, with Chair Richard E. Parrott, Trustees Rick Rodger, Dorothy Liggett-Pelanda, Dave Allen, and Perry Parsons together with Monica Overly, the Law Librarian, present beginning at 1:15 p.m.

Dorothy Pelanda moved to approve the July 6, 2010 Minutes from the last meeting Perry Parsons seconded, and the Motion carried.

Chair Parrott updated the Board on Mrs. Overly's laptop issue: she had obtained the additional quotes requested by the Board at the last meeting and had the County's IT head suggest the best machine and deal, which she presented to the Board during the last two months. Mr. Parrott notified the Board of his thoughts and after obtaining the majority agreements, approved the purchase of an HP from Staples for the cost of \$1199.86 with the possibility of a refund of nearly \$300 of the service warranty in 3 years if it is not used. Mrs. Overly is in the process of taking a class where she needs a laptop for her homework and internet access away from the office.

Mrs. Overly updated the Board on the meeting with Commissioner McCarthy and Randy Riffle, facilities manager. Between them a layout of the room in the 6th St. building was drafted and an idea of shelf placement and location of the video conferencing and meeting rooms was had. Mr. Rodger brought up the need for the expense of the video conferencing and asked if a study had been done to validate spending money on something that may never be used. Mrs. Overly agreed that there was no study just her asking attorneys and receiving a good response. Perry Parsons

informed her that there is currently a cost to use the video for other institutions, and she admitted she did not know that. Judge Parrott said he was also looking ahead for another use of the video equipment-small groups using for CLE purposes.

Speaking of the basement room on 6th Street, Mrs. Overly showed the Board several books that had deteriorated since being placed there. Mr. Rodger said that room was supposed to be climate controlled. The Librarian told him it leaks during a heavy rain near the outside door where the stairs are. Dorothy made a motion that she contact Randy Riffle to check and see if that is still climate controlled and to contact the County Archivist to make recommendations on obtaining quotes for rebinding and oiling the books. Perry seconded and vote was unanimous.

Discussion was had on the request by the auditor's office to use that 6th Street room for at least 6 months next year for the State Examiners. Judge Parrott had a list of possible conditions if that were to be; Ms. Pelanda said that the issues of confidentiality would defeat the primary use of that room if it were to be occupied 6 months of the year. The Board agreed that the attorneys should have the first option to use that room and that could not be had if this was the case.

Mrs. Overly informed the Board she had subscribed to the Lexis MS Office for the passwords she already has and the Prosecutor's Office seemed happy with it. Mr. Rodger says he has not used it, Perry Parsons explained to the Board how it was to include your research into your brief. Mrs. Overly said she would like to set up free training on Lexis but hadn't had a good attendance in the past. Ms. Pelanda suggested having it during the lunch hour in November or December. Dorothy Pelanda so moved, Mr. Perry Parsons seconded and the Motion passed.

Mrs. Overly presented the Board with the need for additional Policies. Mr. Rodger said he didn't think she was approved to pay bills. The other Board members said she does; Mr. Rodger doesn't like being "chased down the hall" to sign the warrants in order to pay said bills and wants to see a list of what she is spending money on. Perry asked him if he thought she should be able to pay the monthly bills, and Rick said yes. Judge Parrott asked if she should be able to buy paper and supplies, and he said yes if everything was approved. They looked at the 2011 budget and everything was listed and 2010 had been approved. Rick moved that Mrs. Overly be approved to pay all approved monthly budgeted expenses, but obtain the Board's approval on extras and present a list of all that was purchased to each meeting. Mr. Allen seconded and all agreed.

Mrs. Overly asked if the Board wanted to charge a fee for sending a Fax. Discussion was had on the actual use and Dorothy motioned to charge a \$1 fee on long distance Faxes. Dave seconded and all agreed.

Monica presented her Draft of Records Retention Policy 2010-07, as she was instructed to prepare at the April meeting. Mr. Parrott moved to accept it, Perry seconded and the Motion was unanimous.

Judge Parrott informed the Board of the need to transfer the sum of \$3000 to the Salary line-item to cover the 2010 salaries due to not including vacation and sick leave in this year's budget. Dave Allen moved to do so, and Perry Parsons seconded. Motion carried.

The Law Librarian presented a draft of the 2011 budget to update all on the fiscal position of the UCLLRB. Upon further discussion of the 2011 proposed budget, Mrs. Overly explained that she had increased most line items by 6%, the average cost of legal materials each year, and expected to have about a \$140,000 carryover. She did include a cost of

living raise for herself and had made allowance to hire someone during any absence up to 3 weeks vacation and 2 weeks sick leave allowable for 2011, after 11 years experience. She increased the Contract Services line item to include the other County Departments who have been presenting their legal research bills to her. Even at that increase it may not cover next year's expenses, but she plans to weed the Library's stacks of duplications and should be able to cut \$5000 from her personal book budget.

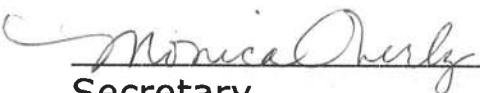
Dave Allen moved that she submit the Budget to the County Commissioners and present the Board with a copy when it was approved. Perry Parsons seconded and the Motion carried.

The next meeting is scheduled for January 4, 2011 at 1 p.m.

There being no further business the meeting was adjourned at 2:40 p.m.



Chairman



Secretary